



Port Chester-Rye Union Free School District

113 Bowman Avenue
 Port Chester, New York 10573
 914.934.7900

To: Non-Instructional Staff
 From: Sandra A. Clohessy
 Date: May 8, 2018
 Re: Non-Instructional Openings

It is anticipated that the following positions will be available:

Effective Dates	Civil Service Title	Minimum Qualifications	Salary Range
July 1 2019 – June 30, 2020	Attendance Officer (Days to be determined.)	Graduation from high school or equivalency diploma plus 2 years experience working with the public	\$150/day (With cap of \$27,000/year)
July 1 2019 – June 30, 2020	Student Helper – Part Time Business Office	Completion of ten (10) school grades.	\$11.00/hr.

Send a letter of application and resume by May 22, 2019 to Sandra A. Clohessy, Assistant Superintendent for Business, Port Chester - Rye Union Free School District at the above indicted address or fax to: 914-939-9240 or email to dmartin@pcrufsd.org. EOE

Posted By: Superintendent's Office Park Avenue School CSEA President
 Curriculum/Grant Edison School Housing Authority
 Office/Athletics Kennedy School Village of Port Chester
 Port Chester High School Office of Special Education Town of Rye
 Port Chester Middle School General Public Port Chester-Rye Brook
 King Street School Public Library

In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check. Each new employee must consent prior to employment to the following security/background checks at their own expense.